BETHERSDEN PARISH COUNCIL
Ashford Kent

Vacancy for a PARISH CLERK

National Pay Scale SCP 29 to 36 (with annual appraisal prior to any SCP advancements)

Consequently, the starting salary for this post is between £41,177 to £49,817 (FTE)

- Permanent/part-time contract: 12 hours pw (with possibility of extra hours in future)
- Based – homeworking and the monthly meetings at the Village Hall (Note – the Parish Council does not have a parish office)
- Closing date: 4th December 2026 (12noon)
- Interview date(s): likely week commencing 7th December 2026

We are looking for an experienced, qualified Clerk to play a key role in delivering services and initiatives to our local community, as well as being proactive and helpful in supporting our nine Councillors and our residents. If you are someone who is self-motivated and organised, has excellent administration, IT and communication skills, then we would be delighted to invite you to apply for our vacancy.

Bethersden Parish is situated within the Weald of Kent at an approximate mid-point between the towns of Ashford and Tenterden. Bethersden itself is a rural parish, with the village serviced with the village stores, community-run pub, recreation areas. The Parish is characterised by large areas of attractive open countryside, with numerous small, sporadic groupings of dwellings, plus many local farms and small businesses.

Bethersden Parish Council is active, progressive, and is seeking to appoint a Parish Clerk, following the resignation of the present incumbent who is taking up the full-time job as senior clerk to a bigger council. The candidate will be the Proper and Financial Officer to the Council and as such is under a statutory duty to carry out Council functions. They will advise members of the Council, and ensure the timely administration and serving of meeting papers, help deliver Council projects, and be responsible for the day-to-day management of the Parish Council's services and facilities which include a play park, MUGA and sports pavilion.

The post requires candidates to have personal resilience, excellent organisational and communication skills, self-motivation and the ability to multi-task.

- 12 hours per week
- 21 days annual leave pro-rata (plus bank holidays), rising to 25 days following five years' continuous service.

If you are interested in this post, please submit your current CV asap to Mr Alastair Boyd, Chairman of the Parish Council by email to alastair.boyd@bethersden-pc.gov.uk

For more information, or to arrange a chat with the Chairman of the Parish Council, please either email as above, or call on 07889754101.

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